



**TORQUAY UNITED OFFICIAL SUPPORTERS CLUB**

**RULES AND CONSTITUTION**

**DATED 20<sup>th</sup> February 2020**

# **TORQUAY UNITED OFFICIAL SUPPORTERS CLUB**

## **RULES & CONSTITUTION**

### **1. NAME**

The Name of the supporter's club shall be the Torquay United Official Supporters Club (TUOSC).

Torquay United Association Football Club (the Football Club) has granted subject to conditions being met in point 3 below, official supporter club accreditation to the TUOSC.

### **2. OBJECTIVES**

2.1 To create a Supporter's Club to represent supporters, locally, nationally and internationally through their commitment and passion towards the Football Club, in the best interests of the supporters, the community and the Football Club

2.2 To promote and support the Football Club within the community.

2.3 To establish and maintain channels of communication for members with the Board and Management of the Football Club, through the TUOSC in a structured manner.

2.4 To give the supporters a voice, to help the Football Club gain better understanding regarding the issues that most affect and concern the supporters.

2.5 To give the Football Club an opportunity to explain the thinking behind key decisions and to provide a greater degree of transparency about key issues that affect supporters whilst protecting any confidential business interests being pursued by the Football Club.

2.6 To enable fans to play an active role in helping the Football Club achieve success on and off the pitch.

2.7 To help ensure fans feel that their loyalty is valued by the Football Club.

2.8 Organise events for members, in order to promote togetherness.

2.9 Promote, maintain and value the history of the Football Club.

### **3. REQUIREMENTS FOR THE TUOSC TO BE GRANTED OFFICIAL STATUS**

3.1 The TUOSC must not be run for personal financial gain.

3.2 The TUSCO shall not discuss or encourage any political or religious affiliations.

3.3 The TUOSC must have a minimum of 50 members.

3.4 A minimum of 15 members must be season ticket holders.

3.5 TUOSC must not use the Football Club's trademarks, logos or badges without prior written authority.

3.6 A membership card must be given to each member as proof of membership.

3.7 A Committee should exist to ensure the fair running of the TUOSC, represent the Football Club in an appropriate manner at all times and to be accountable to its membership.

3.8 The Committee should include elected officers to the positions of Chairperson, Vice-Chairperson(s), Secretary, Membership Secretary and Treasurer who will be subject to annual re-election.

3.9 TUOSC must hold an Annual General Meeting or Extraordinary General Meeting (EGM). At its first AGM or EGM, the members must agree procedures fit for the regulation and good management of committee meetings and the AGM.

3.10 At the AGM or EGM, whichever occurs first, the election of officers will take place. Re-election will occur within 12 months of the AGM/EGM.

#### **4. FINANCIAL REGULATIONS**

4.1 The Chairperson and Treasurer will be the TUOSC signatories to the TUOSC bank account.

4.2 Commitment to items defined as major expenditure can only be made by consensus at Committee meetings. The Committee will define what is "major" and can set an upper limit that allows the Treasurer to have delegated authority to purchase items without referral to the Committee.

4.3 The Treasurer will produce a financial report for each Committee meeting confirming the balance in the account and key items of income and expenditure.

4.4 The Financial Year will run from the 1<sup>st</sup> April to the 31<sup>st</sup> March.

#### **5. MEMBERSHIP**

5.1 Full membership of TUOSC shall be open to all Torquay United supporters, on payment of the appropriate membership fee.

5.2 Applications shall be made on a designated form and will include a statement agreeing to accept and abide by the Constitution of the TUOSC.

5.3 Membership fees shall be as determined by the Committee and must be confirmed by a vote of members at the following Annual General Meeting (AGM).

5.4 Should the Committee reject an application; the applicant shall be duly notified and have the right of appeal to the next Committee meeting.

5.5 Membership shall be renewable on the 1st July each year.

5.6 All members are entitled to attend and fully participate and vote at the AGM and EGM.

5.7 Members may attend and speak in Committee meetings at the discretion of the Chairperson of the meeting.

#### **Board Meetings**

- Board meetings will be held on a regular basis, at least quarterly or more frequently if required.

- The Board will consist of a maximum of 8 members. For meetings to be quorate, a minimum of 4 members must be in attendance.
- Decision making will be based on a simple majority. In the event of a tied vote, the Chairperson will have the casting vote.
- Board meetings will be held on a regular basis, at least quarterly or more frequently if required.
- An agenda will be sent in advance to Board members.
- Minutes of meetings will be taken and issued to Board members either electronically or hard copy.

## **Financial Regulations**

- The Chairperson and Treasurer will be the TUOSC signatories to the TUOSC bank account.
- Commitment to expenditure can only be made by consensus at Board meetings or by the Chairperson in conjunction with the Treasurer and one other Board member.
- The Treasurer will produce a financial report for each Board meetings confirming the balance in the account and key items of income and expenditure.
- If required, the accountants will be audited prior to the annual AGM.
- Membership fees will be set annually and determined at the Annual General Meeting.

5.8 Any member infringing these rules, and/or bringing TUOSC into disrepute, shall render themselves to expulsion. A member may be suspended, and recommended for expulsion, by a majority vote of the Committee but shall not be expelled until s/he has received a full hearing before a disciplinary panel established by the Committee.

5.9 Members' personal details shall be securely stored in documentary and/or electronic form and shall not be passed to a third party without the member's written consent, unless there is a legal requirement for TUOSC to do so. The Application Form contains consent for personal data to be held.

5.10 Membership records shall be kept by the Membership Secretary, on behalf of TUOSC and shall be available to all members of the Committee.

## **6. OFFICERS**

6.1 The Officers of TUOSC shall be Chairperson, Vice-Chairperson(s), Secretary, Treasurer and Membership Secretary. Officers will be elected for a period of 12 months and may seek re-election, if It is their wish, at the following AGM.

6.2 The Officers shall collectively take decisions and actions on matters between AGM/EGM and Committee meetings, such as public statements and attendance at meetings. Normal duties of the Officers shall include:

### **Chairperson and Vice-Chairperson**

- The Chairperson shall chair all TUOSC meetings at which s/he is present.
- In her/his absence the Vice-Chairperson shall take the chair. In the absence of both the Chairperson and Vice-Chairperson the meeting shall appoint a chairperson from amongst its number.

- It is the duty of the Chairperson of Committee meetings to ensure all views of those present are heard at the meeting. In the event of a tie the chair of all meetings shall have an additional casting vote.
- The Chairperson shall be responsible for circulating an agenda and relevant papers to those present at Committee meetings prior to the commencement of the meeting, and to produce draft minutes of the Committee meetings, to be agreed as accurate, subject to any amendments, by the Committee.
- The Chairperson shall convene the AGM on a date agreed by the Committee, and will make all the arrangements for the meeting, including arranging an appropriate venue and providing an agenda for the meeting.
- The Chairperson shall arrange to publicise Committee Meetings to all members.

### **Treasurer**

- The Treasurer shall ensure that adequate financial records are kept and shall be responsible for the proper administration of the TUOSC financial affairs.
- The Treasurer will be responsible for ensuring that TUOSC's funds are maintained in an TUOSC account as decided from time to time by the TUOSC Committee. Withdrawals from the account shall be by authorised signature of the Chairperson and Treasurer.
- The Treasurer shall submit a statement of balances, and an income and expenditure account, to the AGM in the year following that to which the accounts relate.

### **Secretary**

- The Secretary shall be responsible for circulating an agenda and relevant papers to those present at Committee meetings prior to the commencement of the meeting, and to produce draft minutes of the Committee meetings, to be agreed as accurate, subject to any amendments, by the Committee.

### **Membership Secretary**

- The Membership Secretary shall arrange for TUOSC application forms to be available on request and will circulate forms as widely as possible to Torquay United supporters.
- The Membership Secretary shall maintain TUOSC's membership database, together with all the membership records.
- The Membership Secretary shall initiate regular membership campaigns, with the aim of increasing the number of members.

The Committee will appoint to other positions as considered necessary if volunteers with the necessary skills and experience become available i.e. Webmaster, Communications & PR etc.

## **7. ANNUAL GENERAL MEETING (AGM)**

7.1 The Chairperson shall ensure that all members are sent notification of the date, time, place and agenda for the AGM not less than fourteen days before it is due to take place. The Chairperson shall ensure that copies of the Minutes of the previous AGM are available at the AGM.

7.2 At the AGM the Chairperson will present an annual report, there will be the(re)election of officers, adoption of accounts, and setting of membership fees for the next season of membership.

7.3 The Treasurer will be responsible for ensuring that a balance sheet and an income and expenditure account is provided in writing to the AGM in the year following that to which the accounts relate.

7.4 The quorum for the AGM shall be ten members.

7.5 Should the AGM not be quorate thirty minutes after the published starting time the meeting shall be adjourned to a date not more than two months after the inquorate meeting. All members shall be notified of the new date by the Chairperson.

## **8. EXTRAORDINARY GENERAL MEETINGS**

8.1 The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for AGMs.

8.2 An Extraordinary General Meeting, having the same powers and requiring the same notices and invitations as the AGM, shall be called at the written request of 5% or 20 (whichever is the greater) of TUOSC members or at any time the Committee deem it necessary.

## **9. COMMITTEE MEETINGS**

9.1 The Committee shall consist of Committee members, whether elected at the AGM or EGM, or subsequently co-opted.

9.2 At least four Committee Meetings shall be held each year, at a venue as close as possible to the Club's stadium. TUOSC policy shall be determined at Committee Meetings, subject to ratification at the next

9.3 The quorum for Committee meetings shall be four elected members of the Committee.

9.4 All Committee members shall be entitled to vote on all matters before the Committee. The Chairperson of the meeting shall have an additional vote in the event of a tie. Votes will normally be by an open show of hands. A secret ballot will be held if requested by at least one-third of the Committee members present.

## **10. AMENDMENTS TO THESE RULES**

10.1 Amendments to these rules may be proposed by the Committee or by any member at an AGM/EGM.

10.2 Any proposed amendment from a member to these rules shall be submitted to the Chairperson in writing not less than seven days prior to the date of the AGM/EGM.

10.3 An amendment to these Rules shall require a two-thirds majority of members present at the AGM/EGM.

## **11. COMPLAINTS**

11.1 All members' complaints must be submitted to the Chairperson in writing signed by the person making the complaint. The Chairperson shall submit the complaint to the Committee who shall have power to deal with the complaint, as they deem fit.

## **12. DISSOLUTION**

12.1 A motion to dissolve TUOSC shall only be considered at an AGM or EGM of which all members have received at least four weeks written notice. The notice of the meeting shall

contain the motion to dissolve the Association. A motion to dissolve TUOSC may be proposed by the Committee by at least 10% of members.

12.2 To dissolve TUOSC three-quarters of the members present must vote in favour of a resolution proposing dissolution. It will be the responsibility of the former Officers of TUOSC to dissolve the organisation in line with the wishes expressed at the General Meeting.

The Constitution for the Torquay United Official Supporters Club was agreed at the Annual/Extraordinary General Meeting held on:

Signed .....  
Chairperson

Signed .....  
Vice Chairperson

Dated .....